



REAL SKILLS FOR



THE REAL WORLD.





Remington College's career-relevant degree and diploma programs are developed with your success in mind. Our instructors bring personal industry experience and hands-on training into the classroom.

AT REMINGTON COLLEGE, YOU'RE NEVER ON YOUR OWN—you have the support of our staff, instructors, and community connections. We offer assistance with financial aid and scholarship options for those who qualify. While employment is not guaranteed for students or graduates, as you near the graduation, our career services team assists with training to help craft effective resumes and help prepare for that all important job interview.

Additionally, a changed world demands a new vision. At Remington College we are constantly evolving to help our students meet their educational goals. Our continued investment in technology has allowed us to adapt to an enhanced distance learning model for our students. We've sought solutions to enhance the remote educational experience and make distance learning feel much more "hands-on".

- Expanded virtual library resources
- Enhanced online instructional tools
- Course integrated virtual simulations in select programs

As always, Remington College's convenient schedules are designed to work with your life. Remote classes are available for all our campuses with a range of online classes to meet your educational needs. Plus, as a non-profit school, you can trust Remington College to put the success and educational needs of our students first.

SINCE 1985,

REMINGTON COLLEGE HAS FOCUSED ON
ENHANCING THE QUALITY OF LIFE OF OUR
STUDENTS THROUGH EDUCATION AND
TRAINING. AS A LOCALLY-BASED,
NON-PROFIT COLLEGE, WE WORK TO
BENEFIT THE COMMUNITIES WE SERVE. WE
TAILOR OUR PROGRAM OFFERINGS TO
FULFILL THE NEEDS OF AREA EMPLOYERS.

Remington College is **non-profit** and community-focused. Remington College is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Why ACCSC Matters

ACCSC's scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions that are predominately organized to educate students for occupational, trade, and technical careers.



CAREER SERVICES DEPARTMENT

Your future is important to us at Remington College. Although no reputable college can guarantee employment, we do take a proactive approach with your career planning and development — offering reliable coaching and putting our knowledge and resources to work for you in several ways.



Employment Applications and Résumés.

We'll help you design your résumé, offer tips on writing it, assist in completing employment applications, and more.

Connection with Potential Employers and Potential Jobs.

Our goal is to get local employers to know you. We invite them to visit our campuses as guest speakers and job fair participants. We also share current and future job leads and job openings and help set up interviews or pre-employment screenings for you.

Interview Techniques - Professional Development Activities.

By offering career development coursework and opportunities to take part in mock interviews, we'll help you fine-tune your interviewing skills, give you tips on professional appearance and how to build your confidence and readiness for interviews, and offer valuable advice on how to follow up after your interviews.

Help for Every Graduate.

You're not just a number, and you won't have to get on a waiting list to speak with our Career Services Representatives. In fact, we may even reach out to you first!



STUDENT FINANCE DEPARTMENT

If you're worried about how you'll pay for college, know that if you qualify for financial aid, you might just have a variety of options to help you cover the cost.¹

All Remington College campuses participate in the Title IV Federal Student Financial Aid Program. Our Student Finance Associates are ready to talk with you about your specific needs and the types of college financing options that could be available to you if you qualify and meet eligibility requirements.

We can also help you complete your Free Application for Federal Student Aid (FAFSA), along with scholarship, grant, and loan applications, at no cost to you.



REAL HELP TO MAKE COLLEGE MORE AFFORDABLE.

Grants/Other Scholarships

These monetary awards are available to qualifying students and generally don't have to be paid back. Grants are offered by the U.S. government (Federal Pell Grants), and many states also have grant and scholarship programs. Certain qualifications apply.

Loans

Long-term loans (offered either by the U.S. government or by lenders receiving government guarantees) generally have low-interest rates. Loans must be repaid, and they're generally scheduled to be repaid over ten years or more.

You typically don't start making loan payments until about six months after you leave school (whether or not you graduate).

Different types of loans include the subsidized loan, which doesn't charge you interest while you are in

school at least half-time, for the first months after you leave school, or during a period of deferment, and the unsubsidized loan, which you start owing interest on once the loan is disbursed to your student account. Certain qualifications apply.

Private loans may also be available to you through local banks, credit unions, or other student loan providers.

Other Resources

If you're currently working, your employer may offer tuition assistance. If you're a veteran or an active member of the military, you may be eligible for tuition assistance and other GI Bill benefits, too.²

We know it's easy to feel overwhelmed by all this, but that's where we come in. We'll help you wade through the language, the process, and the paperwork of financial aid, so you don't have to go at it alone.

²VA benefits available for those that qualify.

A REAL COMMUNITY CONNECTION.

Remington College believes a better world is within reach if we put our collective minds, hands, and hearts together. So we try to instill a real sense of giving back — for the good of our neighboring communities, and for your personal and professional growth and enrichment, too.



Community Service

Anywhere you find a Remington College campus; you will find multiple programs and events aimed at engaging you as a student, encouraging you to network and build connections and relationships and empowering your own future by giving back to the people in your local community.

By giving back, you can gain much in return, including invaluable, résumé-enriching experience and a brighter, more compassionate outlook — creating a chain of hope that will serve to make our world a better place, one day at a time.



800-392-1908
remingtoncollege.edu



BUSINESS

ASSOCIATE
DEGREE
PROGRAM

BUSINESS ADMINISTRATION

Our Business Administration program offers three options for specialized training in Bookkeeping, Marketing and Sales, or Executive Assistant.





CURRICULUM



COURSE CONTENT INCLUDES:

- Introduction to Business
- Document Processing
- Introduction to Management
- Computerized Spreadsheets
- Business Law
- Personnel Management
- Business Portfolio
- Career Development



Choose the training that works for you!

Our program covers the fundamentals of business administration with the added benefit of targeted coursework in Bookkeeping, Marketing and Sales, or Executive Assistant tracks.

Our specialized programs provide general business knowledge and skills with a focus of one of three distinct areas of study:

- Bookkeeping
- Executive Assistant
- Marketing and Sales

A career in Bookkeeping may include organizing financial records, creating budgets and preparing tax returns. Executive Accountants manage office duties and serve as an important liaisons between staff and clients. Marketing and Sales careers include a spectrum of opportunities, from conducting market research and implementing campaigns to boosting sales and increasing a company's return-on-investment.

Remington College's Business Administration Triple Track degree can help prepare you for various positions with independent businesses, public corporations and non-profit sectors.¹

¹Employment not guaranteed for students or graduates.

BUSINESS ADMINISTRATION

CAREER POSSIBILITIES²

An associate degree in Business Administration may lead to a range of entry-level positions, including:

- Accounting Assistant
- Administrative Assistant
- Assistant Manager
- Bookkeeper
- Customer Service Specialist
- General Office Specialist
- Marketing Assistant
- Payroll Office Clerk



²Employment not guaranteed for students or graduates.



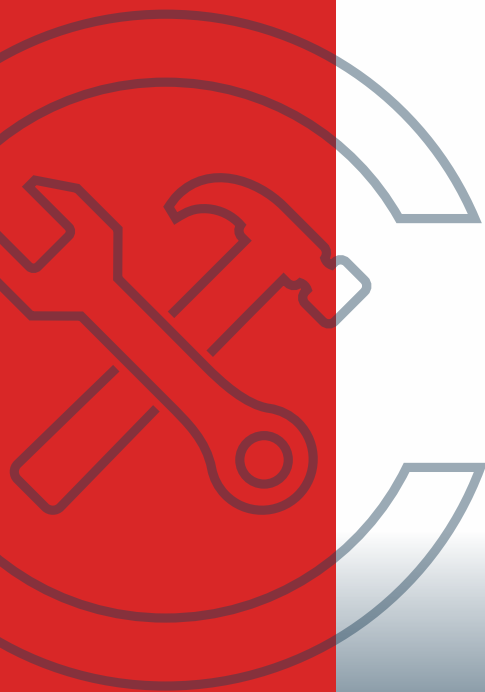
TRADES

DIPLOMA
&
DEGREE
PROGRAM

CONSTRUCTION AND BUILDING MAINTENANCE

CONSTRUCTION AND BUILDING MAINTENANCE TECHNOLOGY

Construction and Building Maintenance Technicians inspect, diagnose, and repair building issues in a number of professional settings.



CURRICULUM



COURSE CONTENT INCLUDES:

- Basic Electricity
- Small Power Equipment and Appliances
- Facility Maintenance I - Residential
- Facility Maintenance II - Commercial
- Electrical
- Carpentry and Finishing
- Plumbing



As a Construction and Building Maintenance Technician,

you may be responsible for inspecting buildings, identifying maintenance issues, and repairing problems along the way. Remington College's Construction and Building Maintenance diploma and degree programs cover a range of topics from HVAC maintenance and small appliance repair to drywall repair skills and plumbing maintenance.

If you enjoy troubleshooting issues, implementing creative solutions, and working with your hands, you may want to consider pursuing a program in Construction and Building Maintenance at Remington College.¹

CAREER POSSIBILITIES²

The objective of this program is to prepare graduates for entry-level and mid-level positions as well as advancement opportunities in the construction and building maintenance industry in areas such as:

- Residential Living Facilities
- Hospitals
- Commercial Retail
- Office Buildings
- High-rise Communities
- Hotels
- Schools



²Employment not guaranteed for students or graduates.



HEALTHCARE

DIPLOMA
PROGRAM

DENTAL ASSISTING

Dental Assistants help keep a dental office running by performing essential office and procedural tasks, as well as working with patients to improve their level of dental care.



CURRICULUM



COURSE CONTENT INCLUDES:

- Basic Body Systems and Functions
- Oral Anatomy
- Oral Radiology
- Chairside Assisting
- Dental Science
- Dental Materials
- Dental Office Emergencies
- Computer Applications
- Office Applications
- Career Development
- Externship¹
An externship allows students to practice their skills in an actual dental setting.



As a Dental Assistant, your day may consist of supporting the office staff by scheduling patient appointments, keeping records of dental treatments, and working with billing and payment.

Dental Assistants also prepare patients for treatments and procedures, create impressions and casts, sterilize dental instruments, set up and assist dentists during procedures, create temporary crowns and process x-rays and labs.

If working in the dental field appeals to you, Remington's Dental Assistant Diploma Program can help you on your way to a new career.²

¹Must meet minimum GPA requirements to qualify for externship program. Certain Restrictions may apply.

²Employment not guaranteed for students or graduates.

DENTAL ASSISTING

CAREER POSSIBILITIES³

Dental Assistants may work in a wide variety of medical offices and facilities, including:

- Private Practice Dental Office
- Dental Clinic
- General Dentistry
- Pediatric Dentistry
- Periodontics
- Endodontics
- Prosthodontics



See campus for certification details. Cost of first attempt at certification exam included in tuition.⁴



³Employment not guaranteed for students or graduates.



HEALTHCARE

ASSOCIATE
DEGREE
PROGRAM

DENTAL HYGIENE

Dental Hygienists work with dentists to help patients achieve and maintain optimal oral health.



CURRICULUM



COURSE CONTENT INCLUDES:

- Dental Hygiene Theory
- Dental Hygiene Practice
- Oral and Dental Anatomy
- Oral Radiology
- Dental Materials
- Dental Pharmacology
- Periodontics
- General and Oral Pathology
- Anxiety and Pain Control
- Prevention and Health Promotion



As a Dental Hygienist, you may work in a dental office to provide important and necessary oral health care for patients. Your routine role as a Dental Hygienist may include determining disease risk, formulating treatment plans, and educating patients on proper oral hygiene and care. Hands-on tasks include making impressions and casts, creating temporary crowns, taking dental x-rays, administering local anesthetics, and more.

Dental Hygienists are essential members in most dental practices. The care provided by a skilled Dental Hygienist helps people improve their health and quality of life by enhancing overall tooth and gum care. The ability to communicate well with patients while performing a number of relevant tasks is essential to your success as a Dental Hygienist.

If you like working with people and have a passion for oral health, Remington College's Dental Hygiene degree program may help open up the door to a career in the dental field.¹

¹Employment not guaranteed for students or graduates. State licensure may be required.

DENTAL HYGIENE

CAREER POSSIBILITIES²

Areas within the field of dentistry in which dental hygienists may work include:

- General Dentistry
- Pediatric Dentistry
- Periodontics
- Endodontics
- Prosthodontics



CERTIFICATION AND LICENSURE

This program has been developed to help students prepare to take the National Board Dental Hygiene Exam (NBDHE) and any required state or regional clinical exams. Remington College will pay for the first attempt of these exams and the NBDHE.³

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653, or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>

²Employment not guaranteed for students or graduates. State licensure may be required.

³Certain restrictions may apply.



TRADE

DIPLOMA
PROGRAM

HEATING, VENTILATION, AND AIR CONDITIONING

HVAC Technicians, Mechanics and Installers work on heating, ventilation, cooling, and refrigeration systems in a variety of buildings.

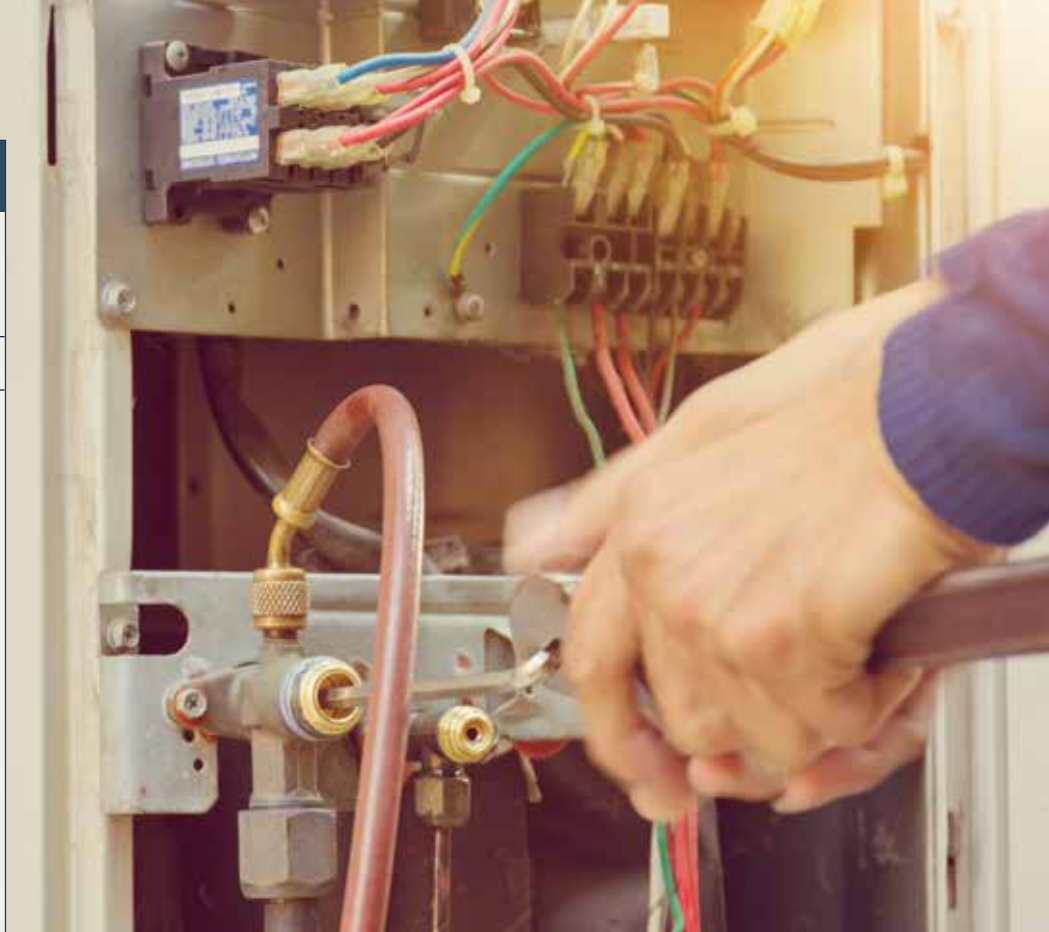


CURRICULUM



DIPLOMA PROGRAM COURSE CONTENT INCLUDES:

- Basic Refrigeration Theory
- Fundamental HVAC Maintenance
- Motors and Motor Controls
- Residential Heating
- Residential AC
- Commercial Refrigeration Systems
- Domestic Appliances and Cold Water Air Conditioning
- Heat Pumps and Hydronic Heating
- Hydronic Systems



As a skilled HVAC Technician,

you may work in a residential home, school, hospital, factory or office building. Your typical duties may include following blueprints to install or repair systems, testing and troubleshooting, and repairing or replacing defective parts—all while following a strict set of safety regulations.¹

HVAC Technicians can play an essential role in improving overall comfort, safety and energy efficiency for their clients on a day-to-day basis.

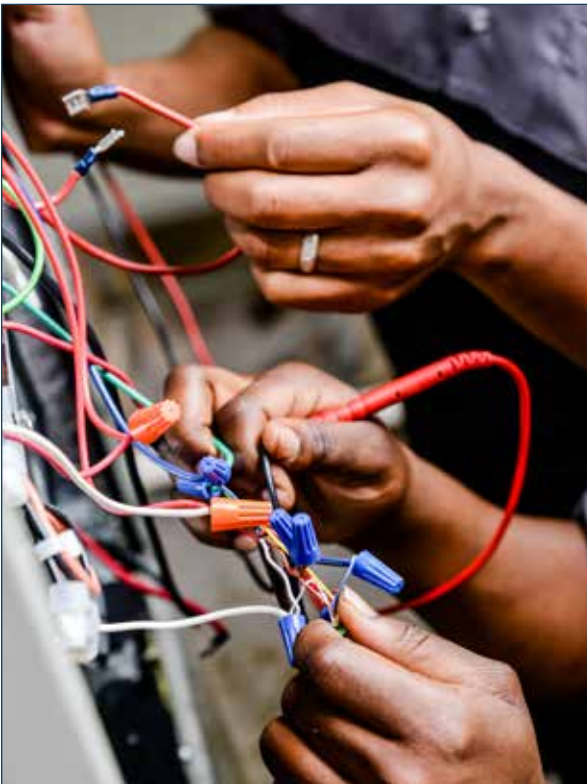
The Heating, Ventilation, and Air Conditioning diploma program at Remington College is a hybrid program. The theory portion of the courses will be online. The hands-on training portion will be a combination of on-site labs and simulation labs. The on-site hands-on labs will allow students to be able to work with the instructor to complete the necessary lab work for the course. Each lab will be recorded to enable students to show potential employers their skills while completing their course labs. As students progress through the program, students will have the opportunity to complete assignments with local employers outside of the classroom. Courses HV195, HV200, and HV209 allow students to work with local employers to obtain on-site experience. This training also helps create relationships with the student and local employers.²

HVAC

CAREER POSSIBILITIES²

Heating, Ventilation and Air-Conditioning Technicians work in a variety of locations, including:

- Industrial Locations
- Residential Facilities
- Commercial Facilities



²Employment not guaranteed for students or graduates.

³Certain restrictions may apply.

CERTIFICATIONS

Persons who perform maintenance, service, repairs, or disposals that could release refrigerants (and the chemicals in them) from appliances into the atmosphere are required by the U.S. Environmental Protection Agency (EPA) to hold specific certifications to ensure that the refrigerants are handled correctly. Remington College's HVAC diploma program tuition includes the cost of the student's first attempt at the EPA certification exams.³ Certifications are as follows:

Type I—Required for HVAC technicians primarily servicing small appliances, such as domestic refrigerators, window air conditioners and vending machines.

Type II—Required for HVAC technicians primarily servicing and disposing of equipment using a high-pressure refrigerant. Examples include residential air conditioners and heat pumps, supermarket refrigeration and process refrigeration.

Type III—Required for HVAC technicians primarily servicing and disposing of equipment using a low-pressure refrigerant. These units are mainly chillers.

Universal—Required for HVAC technicians who service all types of equipment.



HEALTHCARE

9-MONTH
DIPLOMA
PROGRAM

MEDICAL ASSISTING

Medical Assistants are healthcare professionals who perform various clinical and administrative duties while working alongside physicians in medical offices, hospitals, and clinics.



CURRICULUM



COURSE CONTENT INCLUDES:

- Introduction to Healthcare Services
- Health Science Procedures
- Clinical Procedures
- Pharmacology
- Anatomy and Physiology
- Insurance Applications, Billing and Coding
- Capstone and Certification
- Clinical Experience²



As a Medical Assistant,

your daily tasks may include scheduling appointments, performing routine tests, handling patient billing and insurance claims, preparing examination rooms, recording vital information, maintaining inventory, and ordering supplies.

Medical Assistants are important members of any healthcare team, as they assist doctors and nurses in performing their duties more efficiently. They may also serve as the first point of contact with a patient by performing initial point-of-care testing, including collecting intake forms and samples.

Over the course of your 9-month diploma program, you will complete 8 classroom academic periods and a one-month externship module.^{1,2} This program is specifically designed to prepare graduates for entry-level positions in a number of healthcare settings, such as hospitals, clinics, nursing homes, and home health agencies.³

¹Program completion times may vary based on individual performance/circumstances.

²Must meet minimum GPA requirements to qualify for externship program.
Certain Restrictions may apply.

³Employment not guaranteed for students or graduates.

MEDICAL ASSISTING

CAREER POSSIBILITIES⁴

Medical Assistants may work in a wide variety of medical offices and facilities, including:

- Individual Private Practice
- Physician Groups
- Clinics



CERTIFICATION

Registered Medical Assistant (RMA) Certification

Remington College offers Registered Medical Assistant certification through the American Medical Technologists. The cost of the first attempt of the Registered Medical Assistant exam is included in tuition.⁵



⁴Employment not guaranteed for students or graduates.

⁵Certain restrictions may apply.



HEALTHCARE

DIPLOMA
PROGRAM

MEDICAL OFFICE ADMINISTRATION

Medical Administrative Assistants work alongside doctors and nurses in various healthcare settings to fulfill medical office administrative tasks.



CURRICULUM



COURSE CONTENT INCLUDES:

- Fundamentals of Medical Office Administration
- Healthcare Business Management
- Structure and Function of the Human Body
- Law, Ethics, and Medical Records
- Fundamentals of Practice Management
- Introduction to Coding
- Basic Medical Coding Applications
- Medical Terminology



As a Medical Office Administration graduate,

you may work in locations such as hospitals, clinics, nursing homes, medical supply businesses, home health agencies, and general offices. Though most Medical Office Administration professionals execute similar job responsibilities, your day-to-day role will depend on your particular workplace environment.

Medical Administrative Assistants often answer phone calls, schedule appointments, communicate with insurance companies, communicate test results, order medical supplies, update patient records, and more. Specific jobs in this healthcare field include medical administrative assistant, medical billing specialist, collections clerk, or patient services representative.

With Remington College's diploma program in Medical Office Administration, students will be able to study the fundamentals of medical office administration, healthcare practices, medical terminology, and the basics of medical coding.¹

¹Employment not guaranteed for students or graduates.

MEDICAL OFFICE ADMINISTRATION

CAREER POSSIBILITIES²

A Medical Office Administration diploma may lead to an entry-level position such as:

- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Collections Clerk
- Patient Services Representative
- Admissions Clerk
- Front Office Assistant
- Medical Record Clerk
- Medical Claims Clerk
- Insurance Coordinator
- Insurance Verification Clerk



CERTIFICATIONS

Certified Medical Administrative Assistant (CMAA)–

This certification is offered by the National Healthcareer Association. The cost of the first attempt of the Certified Medical Administrative Assistant exam is included in tuition.³



²Employment not guaranteed for students or graduates.

³Certain restrictions may apply.

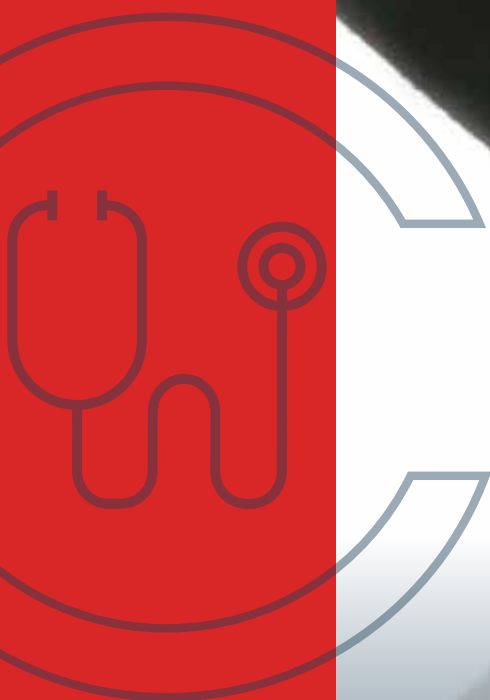


HEALTHCARE

DIPLOMA
PROGRAM

PATIENT CARE TECHNICIAN

Patient Care Technicians provide care for sick and injured patients under the supervision of doctors, nurses, and medical professionals.





CURRICULUM



COURSE CONTENT INCLUDES:

- Introduction to Health Care
- Basic Patient Care Technician Roles and Responsibilities
- Medical Terminology
- Human Anatomy and Physiology
- Electrocardiography and Phlebotomy
- Rehabilitative Care



Patient Care Technicians

can play an important role in providing patient care alongside a team of healthcare professionals. A typical work day may include taking vital signs, recording health concerns, providing emotional support, and assisting patients with their day-to-day needs.

Patient Care Technicians often work in hospitals, clinics, or rehabilitation facilities. Because Patient Care Technicians work closely with patients on a daily basis, being attentive and compassionate are important skills to have. The ability to effectively communicate with your patients is also essential.

If you enjoy caring for others and want to pursue a career in the healthcare industry, the Patient Care Technician diploma program at Remington College may be the right choice for you.¹

¹Employment not guaranteed for students or graduates. State licensure or certification may be required.

PATIENT CARE TECHNICIAN

CAREER POSSIBILITIES²

Remington College's Diploma in Patient Care Technician program is designed to help prepare students for entry-level positions such as:

- Patient Care Assistant
- Mental Health Technician
- Personal Care Aide
- Nurses Aid
- Nursing Assistant
- Phlebotomist
- Patient Transporter
- Dialysis Technician



CERTIFICATIONS

Certifications and certification exams vary by state. Included in the cost of tuition are the fees associated with the first attempt for the certification exam in the state the Patient Care Technician program was completed.



²Employment not guaranteed for students or graduates.

²Employment not guaranteed for students or graduates. State licensure or certification may be required.

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